



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, JOINT BASE ELMENDORF-RICHARDSON  
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

**MEMORANDUM FOR ALL JBER PERSONNEL**

**FROM: JOINT BASE COMMANDER**  
673d Air Base Wing  
10471 20th Street, STE 139  
Joint Base Elmendorf-Richardson, Alaska

**SUBJECT: Joint Base Elmendorf-Richardson (JBER) Commander's Guidance on Volunteer Management**

**References:** (a) DODI 1100.21, Volunteer Services in the Department of Defense  
(b) AFI 36-3009, Airman & Family Readiness Centers  
(c) AR 608-1, Army Community Service (ACS)

1. Purpose: To provide units/squadrons, including tenant units, base agencies, and private organizations (henceforth all referred to as organizations), on JBER a standardized system for managing volunteers, reporting volunteers and their hours/contributions, and planning, coordinating, and executing the Annual Volunteer Recognition Ceremony (AVRC).

2. Volunteer Management: Unit commanders, agency directors, presidents, etc. are responsible for the volunteer management within their organization. The JBER Volunteer Coordinator (JVC) is available to assist as necessary for any volunteer issues that arise.

a. Each organization with volunteers shall appoint an Organizational Point of Contact (OPOC) and/or Unit Volunteer Manager (UVM), depending on branch of service, (both henceforth known as Volunteer Managers) to create and manage volunteer vacancies for their organization, oversee the volunteers within their respective organization, and certify the volunteer hours. All organizations are responsible to inform the JVC of their respective Volunteer Managers. Note: Each organization should have at least two persons (primary and alternate) who have this responsibility. For more information contact the JVC at either 384-1517 or 552-4943.

b. In accordance with DoDI 1100.21, all statutory organizations with volunteers on the installation are required to complete and sign the DD Form 2793, Volunteer Agreement at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2793.pdf>. The Volunteer Manager will maintain the DD Form 2793 within their respective organization and will also send a copy to the JVC. Volunteer records shall be retained for three (3) years following the termination of volunteer service by the organization receiving the service.

c. Volunteer hours submissions:

1) In accordance with the AR 608-1, all US Army organizations with volunteers on the installation are required to utilize the Volunteer Management Information System (VMIS) at [www.myarmyonesource.com](http://www.myarmyonesource.com). The use of VMIS by US Air Force organizations and US Air Force personnel is optional. Private organizations are encouraged to utilize VMIS.

2) All US Air Force organizations are asked to utilize the JBER Volunteer Names and Hours spreadsheet (see Atch 1) to track volunteer hours for all volunteer activities, whether on or off the installation. All volunteers may also utilize and submit to the JVC an Individual Volunteer Hours Spreadsheet (see Atch 2). **Note:** Organizations using VMIS shall also submit the JBER Volunteer Names and Hours spreadsheet for those assigned Soldiers and family members that are not recorded in VMIS.

3) All volunteer data received by the JVC will be entered into the volunteer tools in AFFIRST. Once the volunteer has been created in AFFIRST by the JVC, organizations and/or volunteers will be able to submit their hours/contributions via email in the following format:

Where	Title	Date	Hours Contributed
Youth Sports	Outdoor Soccer Coach	9/28 or Sep	63

### 3. Volunteer of the Year (VoY), Volunteer Excellence Award, and Annual Volunteer Recognition Ceremony (AVRC)

a. Unit Commanders and base agency leaders are strongly encouraged to nominate volunteers who have contributed to mission readiness and family resiliency within their command on an annual basis from at least one of the following categories:

- 1) Military VoY – Active Duty and/or Active Guard/Reserve
- 2) Civilian VoY – DoD Civilian or Retiree and/or Key Spouse or Family Readiness Group (FRG) member such as the FRG Leader, Treasurer, Key Caller, or a military spouse volunteering in any capacity
- 3) Group VoY – Any Organization or Unit operating on or off JBER
- 4) Youth VoY – Individual who is 18 years old or younger and living with the military parent/s
- 5) Family VoY – Two or more persons from the same household
- 6) Volunteer Excellence Award (VEA) – Awarded to federal civilians, family members, military retirees and federal retirees who have performed outstanding volunteer community service of a sustained, direct and consequential nature; and have been nominated by their supervisor in the form of a memorandum or by the voluntary agency for which they donated their service

b. Nominations for VoY must be received by one of the JVCs at the Army Community Service (ACS) in Bldg 600 (Phone: 907-384-1517), JBER-Richardson or the Military Family Readiness Center (MFRC) in Bldg 8535 Log Cabin (Phone: 907-552-4943), JBER-Elmendorf no later than the second Tuesday of March for the previous calendar year. Submissions may be submitted on either the VOY Nomination Form (Atch 3) or AF Form 1206 Nomination for Award (Atch 4).

c. A Selection Committee for VoY and VEA Nomination packages will convene on the third Tuesday of March.

d. The Selection Committee shall have a representative from the Active Duty US Army, the US Air Force, the DoD Civilian workforce, the retiree community, and the Child Development Center and/or Youth Center. JVCs are ineligible from participating on the Selection Committee. Volunteer Managers may only participate on the Selection Committee if no nominations were submitted from their organization. The JVCs are responsible for the assembly of the Selection Committee and will provide the nomination packages for review to committee members.

e. The AVRC will normally be held the third week in April. It will be hosted by the 673 ABW/CC or designee with an invitation extended to the US Army Alaska (USARAK) Commanding General (or designated representative) and the USARAK Command Sergeant Major may assist in presenting recognition to volunteers.

f. Only those volunteers based on age as listed below shall be recognized at the AVRC. However, they must submit their certified volunteer hours prior to the second Tuesday of February for the previous calendar year. Additionally, ages of the volunteers must be reported to the JVC for proper recognition. Group awardees will receive certificates only.

Hours by Award	Bronze	Silver	Gold
Kids (5 – 10)	26 – 49	50 – 74	75 +
Teens (11 – 15)	50 – 74	75 – 99	100 +
Young Adults (16 – 25)	100 – 174	175 – 259	250 +
Adults (26 and older)	100 – 249	250 – 499	500 +
Families and Groups	200 – 499	500 – 999	1,000 +

g. The President's Lifetime Achievement Award is for those individuals who have completed 4,000 or more hours in their lifetime; these individuals will only be recognized once.

h. Volunteer Recognition Only: During the AVRC, the following individuals will receive mention, but not additional awards, for their contribution due to awards being presented at an earlier date and recognition ceremony: Key Spouse of the Year, Family Readiness Group Volunteer of the Year, and Military Outstanding Volunteer Service Medal (MOVSM).

4. For questions regarding this guidance on volunteer management, please contact the Military and Family Readiness Center at 907-552-4943.

  
PATRICIA A. CSANK  
Colonel, USAF  
Commander

18 Oct 19

4 Attachments:

1. JBER Volunteer Names and Hours Spreadsheet
2. Individual Volunteer Hours Spreadsheet
3. VoY Nomination Form
4. AF Form 1206

**AUTHORITY:** 10 U.S.C. 3033; Secretary of the Air Force, powers and duties, delegation by, as implemented by Air Force instruction 36-3001; Family Support Center (FSC) Program, and EO 9397 (SSN), and Executive Order 9397. **PURPOSE:** To compile information on client visits to enable the Center to refer clients to the appropriate support activity, i.e., Mental Health Clinic, Chaplain, Air Force ALC, etc. Information is compiled for statistical purposes to assess, major commands, Headquarters United States Air Force, Department of Defense, and Congress. Requests are for program planning and evaluation. **ADDITIONAL USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the job as a routine use pursuant to 5 U.S.C. 552a (b) (3) as follows: The Barakett Roulster Users, published at the beginning of the Air Force's compilation of records systems records apply to this system. **DISCLOSURE:** is voluntary; if the requested information is not provided, comprehensive services may not be possible, but services will not be denied. Privacy Act System of Records Notice "70366-06 D7-A - Family Support Center (FSC) Accountability and Data Collection System" applies.

[illegible]

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>JAN</b>
<b>Unit / Organization Assigned</b>				
<b>Phone Number</b>				
<b>Email Address</b>				
<b>YOUR AGE THIS CY</b>			<b>HOURS</b>	
<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>	<b>CONTRIBUTED</b>	<b>WHERE TIME CONTRIBUTED</b>
1-Jan			0	
2-Jan			0	
3-Jan			0	
4-Jan			0	
5-Jan			0	
6-Jan			0	
7-Jan			0	
8-Jan			0	
9-Jan			0	
10-Jan			0	
11-Jan			0	
12-Jan			0	
13-Jan			0	
14-Jan			0	
15-Jan			0	
16-Jan			0	
17-Jan			0	
18-Jan			0	
19-Jan			0	
20-Jan			0	
21-Jan			0	
22-Jan			0	
23-Jan			0	
24-Jan			0	
25-Jan			0	
26-Jan			0	
27-Jan			0	
28-Jan			0	
29-Jan			0	
30-Jan			0	
31-Jan			0	
			<b>TOTAL</b>	<b>0.00</b>
<b>WHO AUTHORIZED / VALIDATED</b>				
<b>VALIDATOR CONTACT INFO</b>				



**Joint Base Elmendorf-Richardson  
2019 Annual Volunteer of the Year (VoY) Nomination Form**

**TIMEFRAME:** ☒ Annual

**CATEGORIES:**

☐ **Military** Rank: \_\_\_\_\_

☐ **Family**

☐ **Youth:** Age: \_\_\_\_

☐ **Civilian**

☐ **Group**

(If Civilian select one):

☐ Adult Family Member

☐ DoD Civilian

☐ Retiree

**The person or family being nominated for the award:**

**Nominee:** \_\_\_\_\_ **Title or Rank:** \_\_\_\_\_

**Cell/Home/Work phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Unit/Agency where they volunteered:** \_\_\_\_\_

**Family Information: (If applicable)**

**Spouse's name:** \_\_\_\_\_ **Title or Rank (if applicable):** \_\_\_\_\_

**Cell/Home/Work phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**The person submitting this form:**

**Nominator:** \_\_\_\_\_ **Title or Rank:** \_\_\_\_\_

**Cell/Home/Work phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Unit/Agency:** \_\_\_\_\_

**Concurrence from Unit Commander / Agency Director / Supervisor / Private Organization President, etc: (\*\*This section is highly recommended as a courtesy to the command group. The signature is not mandatory to submit a VoY Nomination unless your command requires it.)**

**Commander/Director:** \_\_\_\_\_ **Title or Rank:** \_\_\_\_\_

**Cell/Home/Work phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Unit/Agency:** \_\_\_\_\_

On the next page or a separate attachment, describe the volunteer's performed contributions that were outstanding in a sustained, direct and consequential nature either in our military or local civilian communities within the commuting distance to JBER. The volunteer service write-up must demonstrate impact, be significant and relevant, produce tangible results and reflect

Submissions for Volunteer of the Year (VoY) nominations must be received by the JBER VC no later than COB on the second Tuesday of March each year.

**Annual Volunteer of the Year (VoY) Nomination Form  
(Continuation Sheet)**

favorably on the military community (on or off base). Finally, as best as possible, list any other unit/agency where the nominee has volunteered.

**Volunteer's Service Write-up:** (The write-up is not to exceed a total of 4859 characters or 43 lines of information (narrative style), using Times New Roman or Arial, 12pt font)

**Other Unit/Agency volunteered for:**

Unit/Agency	Volunteer Position Title	Hours contributed during the previous CY

Submissions for Volunteer of the Year (VoY) nominations must be received by the JBER VC at no later than COB on the second Tuesday of March each year.

**NOMINATION FOR AWARD**

AWARD		CATEGORY (If Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)		
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)			
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)			



**NOMINATION FOR AWARD**

**RANK/NAME OF NOMINEE** *(First, Middle Initial, Last)*

**SPECIFIC ACCOMPLISHMENTS** *(Use single-spaced, bullet format) (Continued)*